

ESSEX NORTH SHORE AGRICULTURAL & TECHNICAL SCHOOL DISTRICT

REGULAR MEETING

MINUTES

JULY 25, 2013

MEMBERS PRESENT: G.R. Harvey, Essex, Chairman  
L. Siewko-Story, Department of Agriculture (Arrived 7:12 p.m.)  
D. Cahill, Department of Agriculture  
D. Porteous, Beverly  
R. Fravel, Danvers  
M. Teixeira, Gloucester  
P. Anderson, Lynnfield (Left at 7:25 p.m.)  
M. Sweeney, Marblehead  
E. Weitzler, Middleton  
T. St. Pierre, Salem  
B. Perkins, Rockport  
W. Jackson, Swampscott  
C. Robinson, Topsfield  
W. Nichols, Wenham

MEMBERS ABSENT: M. Patterson, Department of Agriculture, Vice Chairman  
L. Bonfanti, Peabody, Secretary  
M. Crowe, Boxford  
D. Ketcham, Hamilton  
J. Sabella, Manchester  
Nahant

OTHERS PRESENT: D. O'Connell, Superintendent-Director, ENSATSD  
M. Znamierowski, Business Manager  
C. Worth, District Treasurer  
S. Burke, PMA  
S. Smith, Attorney  
C. Levesque, Recording Secretary

1. Call to Order

The meeting was called to order at 7:09 p.m. The recording secretary called the roll. It was noted that a quorum was present.

2. Tentative Regular Meeting Minutes of June 20, 2013 for Approval

A Motion was made by Mrs. Sweeney and seconded by Ms. Teixeira and VOTED unanimously to approve the Tentative Regular Meeting Minutes of June 20, 2013.

3. Treasurer's Report

Mrs. Worth reported that the auditor has completed the financial audit of the district and she expects to receive the report within the next week.

A Motion was made by Mrs. Sweeney and seconded by Ms. Teixeira and VOTED unanimously to approve Balance Sheet of June 30, 2013 and place on file for audit.

A Motion was made by Mrs. Sweeney and seconded by Ms. Teixeira and VOTED unanimously to approve the June 2013 Profit and Loss and place on file for audit.

A Motion was made by Mr. St. Pierre and seconded by Dr. Anderson and VOTED unanimously that the appropriate officials of the Essex North Shore Agricultural and Technical School District (the "District") are

Essex North Shore Agricultural & Technical School Committee

July 25, 2013

*Approved: August 15, 2013*

authorized to file an application with the Commonwealth of Massachusetts' Municipal Finance Oversight Board to qualify under Chapter 44A of the General Laws the District's \$133,770,000 School Bonds, authorized under the pursuant to Chapter 463 of the Acts of 2004, as amended and supplemented to the date hereof, Chapter 71, Section 16(d) and Chapter 70B of the General Laws, the District's By-laws and a vote of the District School Committee passed January 6, 2011; and in connection therewith, to provide such information and execute such documents as the Municipal Finance Oversight Board of The Commonwealth of Massachusetts may require.

4. Owner's Project Manager Report – Mr. Sean Burke

Status Report

Mr. Burke submitted the Owners Project Manager Progress Report as of July 12, 2013.

Mr. Robinson asked what was being done to mitigate dry wall moisture. Mr. Burke stated that walls affected were opened and dried with dehumidifier, if mold was found the area will be replaced. A few isolated areas in building C and the animal science building exhibited condensation on the concrete "basement walls" because the areas were not fully humidity controlled. Mr. O'Connell stated his issue is with the construction manager as it is his responsibility to control humidity. Mr. Burke agreed.

Mr. Burke reported that construction of the Animal Science Building will be completed at the end of September. The animals will be moved in to the building over the Columbus Day weekend. Mr. Robinson asked if this would be enough time for the animals to acclimate to their new environment. Mr. Burke answered that the September 26<sup>th</sup> finish date includes a two week period for air flushout. Mr. Cahill asked if there could be any exposure of mold to the animals. Mr. Burke answered that no one would want the animals harmed and once HVAC is in place the building will be a controlled environment and should account for those issues. Mr. Porteous asked if a veterinarian would be available to monitor the animals when they are moved. Mr. Burke will discuss this with Essex Aggie personnel.

Mr. Robinson asked Mr. Burke if an air quality hygienist would be hired before the building is occupied. Mr. Burke did not know but will check on that for Mr. Robinson.

Mrs. Sweeney stated that she assumed that after we move in to the new building the District assumes ownership. Mr. Burke answered yes, unless there is a punch list of items that need to be addressed. Affidavits will be signed by Mr. Colli, DesignPartnership, and the engineers confirming all areas are complete before the District assumes ownership. Mr. St. Pierre stated that the building will not get a occupancy certificate until the affidavit is signed.

Mr. Burke reported on the construction progress i.e. exterior siding and windows are being installed and you can begin to see the full design when inside the building. The slab for the Greenhouse will be poured next week.

Change Order Number 4

A Motion was made by Mr. St. Pierre and seconded by Mrs. Sweeney a VOTED unanimously to approve the Gilbane Changer Order Number 4 for the following Authorization to Proceed (ATP's) total -\$29,675.00, as reviewed and discussed by the School Building Committee.

ATP No	Title	Amount Requested
ATP-0081	RFP #26 Equine Barn Dryer & Pressure Washer	\$ 5,348.00
ATP-0092	RFI #488 EF-36 Additional Duct	1,402.00
ATP-0102	RFP 38 and 47 Ceiling Revisions	9,990.00
ATP-0117	Change 18 pulse to 6 pulse drives	-15,160.00
ATP-0119	Delete Relocation Services	-63,450.00
ATP-0125	Overhead door power revisions	5,123.00
ATP-0130	Revise chase walls to accommodate piping	2,315.00

ATP-0135	Add GWB and wall cover at column CS/C15	2,507.00
ATP-0137	RFP 44 Reconfigure clean room	1,456.00
ATP-0147	Add blocking at door frames in Building F	535.00
ATP-0163	RFP #95: Revisions to Equine Barn Ceilings	0.00
ATP-0164	Window/door supports at LL Building D	3,695.00
ATP-0165	RFP 80: Solid Surface Wall Panels in Ware Washing C267	9,331.00
ATP-0170	RFP 29: Revisions based on RFIs 385 and 407	4,295.00
ATP-0171	Modify Half Height Wall	1,624.00
ATP-0181	RFP #90: Added Dishwasher Hood-up	1,314.00
TOTAL		-29,675.00

#### Requisitions/Invoices

A Motion was made by Mr. St. Pierre and seconded by Mrs. Sweeney and VOTED unanimously to approve requisitions/invoices as reviewed and discussed by the School Building Committee:

Gilbane Co Requisition No. 14	\$6,322,879.00
DesignPartnership of Cambridge Invoice: Soil Monitoring	\$ 92,885.00

No action was taken regarding an estimated invoice for DesignPartnership of Cambridge.

Mr. Burke reported that PMA is scheduled to meet with MSBA representatives to finalize the Project Funding Agreement Bid Amendment.

77.5 million is the maximum amount MSBA contributes to the project every contingency expenditure item would have to be deemed reimbursable MSBA . Historically, MSBA has deemed on average 33% of contingency expenditure items eligible. Based on MSBA's history, we would expect this project to received a total of \$75.7MM In funding

This projected does not have a cap on site work cost, as most MSBA projects. This will allow for more site work change orders to be deemed eligible, potentially increasing the MSBA overall contribution.

To date 2 change orders have been reviewed by MSBA who will determine which are eligible for reimbursement.

Mr. Robinson stated that if change orders were over 5% it would be out of line. Mr. St. Pierre stated that change orders should start to decrease.

Discussion followed that members were not aware that when they voted for MSBA's contribution of 77.5 million, it was a maximum contribution not a guaranteed contribution could decrease which could result in a 1.74 million or more delta difference.

Mr. Burke stated that the MSBA requires school committees to vote the full cost of the project.

Mr. Burke reviewed revisions and potential cost saving measures for the Agricultural Storage Building. After discussion Mr. St. Pierre recommended a 6" slab rather than a 4" slab because the credit to switch to a 4" slab was not substantial enough to warrant the change. Mr. Robinson agrees.

A Motion was made by Mr. Robinson and seconded by Ms. Teixeira and VOTED unanimously to approve improvements to the Agricultural Storage Building and to include a 6" slab and a cost not to exceed \$180,000.00. Mr. Burke reminded members that the costs do not include gas service to the building.

Mr. Burke reported that there would be no action taken tonight on Athletic Equipment as they have not received a final listing of equipment.

Mr. Harvey stated that Mr. Bourgeois name remained on the School Building Committee list after he resigned. Originally they chose not to change the membership for one member. However, now that the design process is beyond academics it is not necessary for Mr. Morgan, Ms. White and Mrs. Kroesser to be part of the Committee and their names and Mr. Bourgeois' will be removed from the list.

Mr. O'Connell stated that Ms. White did catch a flaw with the design when comparing requirements of the new vocational frameworks. After consulting with the architects all but one area could be changed.

5. Essex North Shore Agricultural & Technical Foundation, Inc. – Mr. Dean Porteous  
Mr. O'Connell reported that the Third Annual Essex North Shore Agricultural Technical Foundation, Inc. John Flibotte Golf Tournament held on Monday, July 15<sup>th</sup> at Ferncroft Country Club profited approximately \$20,000.00 after expenses.

6. Superintendent-Director's Report – Mr. Daniel O'Connell

Merger Transition

Mr. O'Connell reported that the schedule for the new school will be 3 days in academics & 3 days in their career areas. Electives will be limited to Spanish as AP classes are being offered. Ms. Sullivan has submitted the Application Package for Vocational Technical Education New Program Approval for the new programs – HVAC, Plumbing, Dental Assisting and Biotechnology to the Department of Elementary & Secondary Education.

Mr. O'Connell reported that the two administration teams will meet again on August 13<sup>th</sup> and 14<sup>th</sup> and items of the Merger Transition Plan that will be finalized – five or eight period day, scope & sequence, special education, Title I and how to make it all work.

Mr. Jackson asked if textbooks would be digitized. Mr. O'Connell answered yes, for some subjects, and that he and Ms. White are working to mirror textbooks for each subject offered at both schools.

Mr. Nichols asked Mr. O'Connell how may 9<sup>th</sup> grade students would be expected in the first year of the merged school. Mr. O'Connell answered between 400-550 and Peabody figures are estimated.

Mr. O'Connell stated that the merging of the two cultures is going well. Mr. St. Pierre questioned Peabody's involvement with the merging of the cultures. Mr. O'Connell responded that they are invited to all meetings. Superintendent Mastrocola has been great to work with. The vocational teachers have been involved in the design of their career areas and attend the program advisory meetings.

Mr. O'Connell reported that Ms. Lynch and Mr. Sullivan, Department of Elementary and Secondary Education will notify communities when the new school opens the assessments for out of district students would not be included on their Cherry Sheet.

Mr. O'Connell reported that the district has executed an Exclusive Agency Agreement with The Stubblebine Company for brokerage services to market the property.

7. New Business

There was no New Business to report.

8. Sub-Committee Reports

There was no meeting or report by the **Finance & Property Sub-Committee.**

There was no meeting or report by the **District Policy Sub-Committee.**

There was no meeting or report by the **Personnel Policy Sub-Committee.**

9. Old Business

Mr. O'Connell reported that Mr. Gilbert, MASC, is available to meet August 1, 5, 6, & 7, 2013 from 5:00 – 7:00 p.m. to present the new Superintendent Evaluation Tool. After polling members a majority of members are available August 7<sup>th</sup>. The meeting will be at North Shore Tech in the O'Malley Media Center from 5:30 to 7:30 p.m. on August 7<sup>th</sup>. Members will email Mrs. Levesque to confirm their attendance.

10. Warrant

A Motion was made by Mr. Cahill and seconded by Mr. Porteous and VOTED unanimously to accept the warrant of July 25, 2013 and place on file for audit.

11. Adjourn

A Motion was made by Mr. Cahill and seconded by Mrs. Sweeney and VOTED unanimously to adjourn.

Mr. Harvey declared the meeting adjourned.

The North Shore Regional Vocational School District School Committee adjourned at 8:55 p.m.

Respectfully submitted,

Secretary

There were no meeting handouts